

**TITLE** **Design Technician I**

**CATEGORY** Engineering

**DESCRIPTION** Incumbent is responsible for preparing and making revisions to sanitary and water construction design plans using AutoCAD software, preparing plans for proposed projects, preparing and making revisions to sanitary and water post construction as built plans, assist other staff with issuing permits, answering questions from the public, maintaining Department records, assist Department staff with records retrieval and other similar duties assigned.

**ESSENTIAL JOB FUNCTIONS:**

- Review sanitary sewer, water, and other types of construction project design plans and making revisions as needed;
- Generate AutoCAD design and construction drawings for sanitary sewers, water main systems, and other architectural types of construction project design plans and making revisions as needed;
- Assist in the development of preliminary plans and construction drawings using AutoCAD software programs for water and wastewater site plans, building additions and renovations, and process equipment replacements.
- Maintain work progress in line with project schedules and report progress to supervisor;
- Interpret quantities, non standard plan details, prepare draft specifications to further explain the project intent;
- Maintain time records and logging reports on various aspects of projects;
- Assist in design reviews and site analysis for sewer and water improvements for land development projects and within treatment plant facilities;
- Maintain records utilized during the performance of project specific tasks;
- Organize electronic and paper Project files including AutoCAD files and using AutoCAD drawing manipulation;
- Using Microsoft Office Suite to report and manipulate cost and quantity numbers.

**NON-ESSENTIAL JOB FUNCTIONS:**

Performs other job related duties as assigned.

**JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

**Equipment:**

Incumbent uses the following equipment: measuring devices, recording equipment, computer, printer, copiers, fax machine and various drafting and office equipment.

**Critical Skills/Expertise:**

- Knowledge of drafting procedures and equipment;
- Knowledge of sanitary sewer and or water system design and construction;
- Knowledge of State, Federal, and Local standards and regulations governing construction;
- Knowledge of surveying practices and principles;
- Knowledge of office practices and procedures;
- Knowledge of research methods to gather data;
- Ability to read and interpret construction plans;
- Ability to define and draw valid conclusions;
- Ability to prepare meaningful, concise, and accurate documentation;
- Ability to calculate Portage County usage and sewer flow worksheets;
- Ability to calculate Portage County fees for service connections;
- Ability to communicate effectively, both orally and in writing;
- Ability to gather, collate, and classify data.
- Ability to use Microsoft Office software;

**RESPONSIBILITY:**

- Supervisor provides general guidance allowing for the planning of procedures and methods to attain objectives. Errors in work are detected in the office in which they occur, requiring expenditure of time to correct.

**PERSONAL WORK RELATIONSHIPS:**

- Incumbent has contact with co-workers and employees in the department. The purpose of these contacts is to review and design wastewater construction plans.
- Incumbent has contact with the general public who visit the Office and who he meets when working outside of the office. The purpose of these contacts is to discuss projects, review project plans, deliver information and answer questions.

**PHYSICAL EFFORT AND WORK ENVIRONMENT**

**Physical Requirements:**

Incumbent performs heavy work which may require lifting up to fifty (50) pounds occasionally.

**Physical Activity:**

Incumbent performs the following physical activities: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, sitting, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

**Visual Activity:**

Incumbent performs work where the seeing job is close to the eyes including using computer monitors.

**Job Location:**

Incumbent works inside and outside with occasional exposure to temperatures that range from below 32 degrees to above 100 degrees for periods of more than one hour, noise loud enough to require shouting in order to be heard, vibrations, hazards, atmospheric conditions, and oil and is sometimes required to wear a respirator.

**SUPERVISION RECEIVED:**

**Work methods and related problems:**

Incumbent is responsible for maintaining professional work methods and preparing monthly project status updates for the tasks assigned.

**Productivity:**

Incumbent is responsible for the productivity and efficiency of the tasks assigned.

**Quality of Work Produced:**

Incumbent is responsible for the quality of work of the tasks assigned.

**Organizational Changes:**

Incumbent makes recommendations for organizational changes observed as work assigned tasks work progresses.

**Assigned Tasks Objectives:**

Incumbent is responsible for maintaining assigned tasks objectives.

**Direction Received from Supervisor:**

Incumbent receives direction and guidance from the Supervisor when needed.

- The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

**POSITION REQUIREMENTS** Completion of high school education is required. Associate degree in Engineering Technology or other similar field preferred, or currently within a college program curriculum with an interest in AutoCAD software. A year of AutoCAD work experience is preferred, or an equivalent amount of progressive work experience using AutoCAD software may be considered with a high school diploma or GED. A valid Ohio Driver's license is required. Experience within the sewer and water industry is preferred although other industries will be considered.

**FULL-TIME/PART-TIME** Full-Time

**SHIFT** Days

**UNION OR NON-UNION** Union Position

**CLASSIFIED OR UNCLASSIFIED** Classified

**WORKING HOURS** Monday - Friday / 7:30am - 4:00pm

**SALARY** \$24.62 / Hourly

**POSITION** Design Technician I

**CLOSE DATE**

**POST INTERNAL  
DAYS** 0

**NUMBER OF  
OPENINGS** 1

**EXEMPT/NON-  
EXEMPT** Non-Exempt

**REQ NUMBER** ENG-23-00014

**OPEN DATE** 12/12/2023

**LOCATION** Portage County Water Resources Department

**EOE  
STATEMENT** Portage County is an Equal Opportunity Employer. Applicants requiring reasonable accommodation with the application and/or interview process, please notify the person from whom you obtained this application. All applicants are considered for positions without regard to race, color, religion, sex, national origin, age, marital status, medical condition or disability, veteran/reserve/national guard status, genetic information or any other legally protected status.

**THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.**

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